

Trustees of the Manchester City Library
Main Library – Hunt Room
Minutes – June 15, 2009
Approved

Called to order the Monthly Meeting at 4:05pm.

In Attendance: Trustees Patricia Cornell, Jeff Hickok, Monique Brown, Jack Shea, Trustee Chair Karen Sheehan-Lord. Also, present Library Director Denise van Zanten.

Excused: Joanne Barrett, Steve Solomon

Minutes: Motion made to approve the May 18th and the Special Meeting minutes of May 28, 2009 by Trustee Shea, seconded by Trustee Brown, all in favor.

Director's Report:

Budget – The Library came through fine, we are about \$4,500 short which we can manage. Any retirements would have their severance taken from the city wide severance line with this city budget.

Benchmarking Public Computing Terminals in Public Libraries was given to Trustees to review and will be discussed at the next meeting with Head of Technology Lichen Rancourt.

Copier Contract – The new copier contract from Copy Data was discussed by Trustees which includes 2 new public copiers and 1 administrative copier for Main Library and 1 new copier for West. NH Room will keep the copier that is in there and they will service. Microfilm reader printers will all stay the same as well as vended printing. Trustee Hickok wanted to know what would be the response time for service calls? 24 hours is stated in the Copy Data Contract. They will also keep copies at \$.15 and \$.25 for the microfilm copies. They will review this with Denise if they find this is not working for them.

Motion was made to approve Copy Data 2 year contract by Trustee Hickok, seconded by Trustee Shea, all in favor.

Salary Line – Trustees discussed surplus in this line due to retirements. Motion was made by Trustee Cornell to expend up to \$32,000 to prepay items for next, seconded by Trustee Brown, all in favor.

Fines Account Report – was worked on by Denise, Michele and Fran. Trustees reviewed this account. Fines can only be used for library materials and building items due to the RSA. The fines are consistent each year and the report is mapped out for 5 years.

Trustees wanted to know how many materials are lost every year. Director van Zanten estimated that thousands are lost each year but we have a good recovery rate due to the collection agency.

Personnel – Customer service refresher for the whole staff will be held at the next staff meeting on June 26th. Director van Zanten will also attend the Reference staff meeting tomorrow to facilitate discussion about customer service and other issues this division is dealing with.

Trustee Hickok asked about breaks: Each staff member gets 1 hour lunch/dinner daily and if the schedule allows 2- 15 minute breaks.

Director van Zanten also suggested a Staff Development Day – Close library to the public and staff would attend a stress management session. Trustees thought this would be a great idea. The Director will meet with Department Heads to discuss this option.

Staff Complement – The Deputy Director position, a part-time clerk, part-time page and the Information Support Specialist positions are still on the library's complement even though they are not funded anymore. Director van Zanten spoke with Chris Martinsen and she advised to keep them on in the event more money becomes available in future budgets to fill these positions or change them to other positions. Usually after 5 years they take them off the complement, only Trustees can decide to remove these positions even if they are unfunded.

Meeting Room Policy – still on the table. Seems to working out much better with not being able to sign up online. Mary is better able to ask questions and it is working out better.

West – GPS system stolen from an unlocked car over at West Library. No more vandalism on the building.

Building – Roofing company found gap in a butt joint that they will sodder close in hopes that this will fix the leak in Claudia's and Dee's office. Trustees suggested that Harry Ntaplis know about this problem for insurance purposes.

Trust Fund Budget – looks like it will be \$83,000. Will let Trustees know and give out breakdown in funds as soon as final figures come out. There is \$3.17 left in Cote' money we held back to pay for Useful. Will transfer to named account.

Holiday Closings – Trustess were asked about holidays closings because staff can start putting in for the holidays after June 30th and should be able to plan. On Thursday, December 24th and Thursday, December 31st Director van Zanten would like to close at 3:30pm. She would also like to close the Saturdays of December 26th and January 2nd and have staff work Monday-Friday. West staff would work at Main Library those Mondays . A motion was made to closed early of December 24th & 31st and close

December 26th and January 2nd by Trustee Brown, seconded by Trustee Hickok, all in favor.

VISTA – VISTA does do a background check on all people in their program.

One Card Program – has started. Letters have gone out. If anyone has any businesses they would like us to include, please contact Claudia.

Prescott Books – 2 people have look at the books via pictures sent via e-mail. They are only worth about \$5 each and they should probably go in a regular booksale.

Old Business – Sewing books for Madeleine Roy are on order. A \$100 Gift Certificate will be purchased for the Common Man restaurant as a thank you for her 14 years of service on the Board of Trustees.

Foundation Report

They are planning for next year's event. Two new people have joined the board. Joe Smiga and Julie Introcaso. They will meet on Thursday, June 18th.

New Business: The new officers are:

Patty Cornell, Chair nominated by Trustee Brown, seconded by Trustee Shea, all in favor
Karen Sheehan Lord, Secretary nominated by Trustee Shea, seconded by Trustee Cornell, all in favor

Jeff Hickok, Treasurer nominated by Trustee Lord, seconded by Trustee Brown, all in favor

These are 2 years terms. The next meeting will be Monday, July 27th at 4pm. There will be no August meeting.

Adjourned at 5pm